

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR ADMINISTRATOR PUBLIC WORKS

Date: 01/03/01

Position Level: 11

FLSA Status:

Class Code: 11-4

GENERAL DESCRIPTION

Specialized administrative work involving the overall budget responsibility for the Public Works Division.

KEY RESPONSIBILITIES

1. *Coordinates FEMA disaster accounting projects.
2. *Oversees Fleet Management's accounting.
3. Prepares leases, contracts and RFP's independently and pulls PO's for large purchases as needed.
4. *Prepares and monitors the annual budget, tracks expenditures and prepares reports as necessary.
5. Functions as Office Manager for the Public Works Division, which includes supervising, assigning and reviewing work of subordinates. Ensures that clerical obligations of the Division are completed in a timely and professional manner.
6. Research and prepare special projects as deemed necessary.
7. Oversees and makes recommendations and/or independent decisions regarding the operation of the Card Sound Toll Facility.
8. Prepares, organizes and monitors agenda items for inclusion on the monthly BOCC agenda.
9. Attends County Commission meetings and budget workshops as needed.
10. Takes and transcribes dictation. Composes correspondence for signature.
11. Maintains the Supervisor's calendar, schedules appointments and makes travel arrangements.
12. Prepares travel vouchers, timesheets, and leave requests for Supervisor.
13. Answers phone inquiries and screens calls for Supervisor.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: SR. ADMINISTRATOR, PUBLIC WORKS

Position Level:
11

KEY JOB REQUIREMENTS	
<i>Education:</i>	Associate's Degree or Two Year College equivalent required.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire division. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On Call 24 hours pending disasters.

APPROVALS		
<i>Department Head:</i>		
Name:	Signature:	Date:
_____	_____	_____
<i>Division Director:</i>		
Name:	Signature:	Date:
_____	_____	_____
<i>County Administrator:</i>		
Name:	Signature:	Date:
_____	_____	_____